

Fiscal Management Division of OMB

FISCAL MANAGEMENT NEWS\$

Revenues

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We are all familiar with the expenditure side of the budget...appropriations and expenditures comprise the majority of the debate and testimony during legislative sessions. Managing those appropriations and expenditures keeps those of us involved in state fiscal operations busy during the interim. As we develop the Governor's budget proposal, our focus is on the expenditure side of the budget as well. However, that is only half of the budget. The other half is the revenue forecast.

The revenue forecast dictates the level of spending as any budget proposal or legislative appropriation must be balanced, i.e. expenditures may not exceed revenues. Consequently, care is taken to develop a revenue forecast that is reasonable and based on sound assumptions. In order to ensure this takes place, the state uses an outside consultant, Moody's Economy.com under

the current contract, to develop forecast assumptions based on national and regional economic trends and projections. That information is analyzed by the Office of Management and Budget and the Tax Department, then reviewed by the state's Advisory Council on Revenue Forecasting.

The Advisory Council on Revenue Forecasting is comprised of legislators, professional staff from the Tax Department and OMB, economists, and representatives of various industry sectors that contribute to the North Dakota economy. Their input is used to refine the economic projections to fit the North Dakota economy. Economic projections, along with current tax rates and other statutes, are then used by the Tax Department and OMB to develop the revenue forecast for the upcoming budget period. Prior to the end of the legislative session the legislature adopts the



revenue forecast, along with various statutory changes.

Even though care is taken to develop the best forecast possible, it is not an exact science and actual collections will never match projections. Fortunately, in the current biennium, economic growth has outpaced the forecast and we are enjoying a revenue surplus. Through September 2007, actual collections are approximately 17.0 percent ahead of projections.

Budget: a mathematical confirmation of your suspicions.



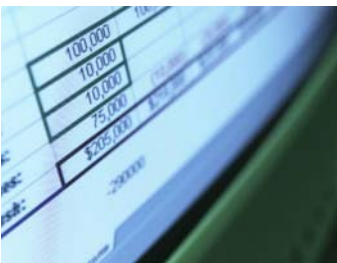
New "Operating" subschedule is the most noticeable change.

BARS—Budget Analysis and Reporting System

Many of you are already looking at planning for the 2009-2011 biennium budget. The BARS software will contain only minor changes from what you've seen in the past, with most screens looking virtually the same. The most noticeable change will be the addition of a new "Operating" subschedule. Users will no longer input budget request data directly

into the Budget Request Summary screen. The operating subschedule will post into the Budget Request Summary and looks very similar to the other subschedule screens. To provide more input consistency, we have also added one additional budget change type. Therefore all changes from the current appropriation will be made through a change pack-

age. Previously there were "base" budget changes and "optional" budget changes with a cost to continue column. Instead, there will now be a "cost to continue" change type. We are currently testing these changes as well as updating reports. If there are any other issues you wish to have us address, please contact your budget analyst.



Agencies can get their budgets downloaded from BARS into Excel.

Spread Your Budget in PeopleSoft Yet?

Agencies interested in spreading their budgets in PeopleSoft can get their budget numbers downloaded from BARS into an Excel template. Modifications can then be made in the spreadsheet to reallocate the budget between the appropriate department IDs and account codes to account for legislative changes and redistribution between additional department IDs.

Having your budget spread in PeopleSoft provides several conveniences. Monthly expenditure reports will include the total budget by account code, the biennium-to-date budget and the budget remaining to date. Although we have just completed a legislative session, soon, we'll be preparing budgets for the 2009-2011 biennium. With the budget spread in PeopleSoft, the expenditure downloads to BARS will popu-

late the first four columns with the data needed, including column (04) 2007-2009 Biennium Appropriation. This will save agencies time in beginning the budget request since the current appropriation column must be completed prior to any other data input. If you would like to receive a download of your budget, please contact your budget analyst.



As of July 31, 2007, a background check is required.

Background Checks—OMB Fiscal Policy 112

Effective August 1, 2007 - Prior to giving an individual security access to personal information in PeopleSoft, if that person did not have access to personal information in PeopleSoft as of July 31, 2007, a background check is required. For the purpose of this policy, personal information is defined as having access to the HRMS/Payroll application; vendor information or one-time payment entry or inquiry. For PeopleSoft Financials, security roles requiring a background check are noted with an * on SFN 54418, ConnectND Financials Security Access Request.

New Employees In Fiscal Management

Since the last publication, Fiscal Management has eight new faces!

Tammy Dolan began working as a Budget Analyst for OMB in May of 2006. Previously she was employed by for Workforce Safety and Insurance for 14 years and the State Auditor's Office for 2 years, recently completing 17 years of employment with the State of North Dakota. It's great to have you on our budget team, Tammy!

Lynn Gronvold started her work as Administrative Assistant for OMB in September of 2006. Prior to starting with OMB she worked for the North Dakota Extension Service. Lynn is the primary receptionist, customer service program administrator for the state's P-card program, and she serves as risk management and wellness coordinator. Great to have you with us, Lynn!

Renae Heller transferred to OMB's Fiscal Management Division in October of 2006, after working 7 years for the Risk Management Division. She is an Administrative Assistant and supports the Comprehensive Annual Financial Report (CAFR) project. We're glad to have you with us, Renae!

Jeff Pospisil, Account Budget Specialist, started his employment with OMB in October of 2006. He works with the CAFR and SEFA, in addition to providing end user support for PeopleSoft. Before coming to OMB Jeff spent 4 years working in the State Auditor's Office. Welcome aboard, Jeff!

Lynn Shannon-Gall began her work with OMB in December of 2006. As Administrative Officer II her primary responsibility is with accounts receivable but also works with the accounts payable and general ledger module. Lynn worked 20+ years for the Department of Transportation before coming to OMB. Welcome to the OMB team, Lynn!

Vonnie Grinsteiner has been with OMB since February of 2007. As a State Payroll Administrative Officer, she is responsible for tasks related to statewide payroll administration. Vonnie has worked for the State for 10 years, spending 14 months at the Attorney General's office prior to starting at OMB. She has also worked for Job Service North Dakota and Bismarck State College. We're happy to have you on our team, Vonnie!

Sheryl Haldorson started her employment with OMB in April of 2007. She is a State Payroll Specialist, currently handling our agency's payroll and benefits, in addition to doing payroll for several small state agencies. Sheryl came to OMB from the North Dakota State Library, where she spent 10-1/2 years. It's great to have you on board, Sheryl!

Lori Anderson, Administrative Assistant, joined OMB in October of 2007. Lori came to OMB from the Public Service Commission where she worked for 6 years. She has been in ND state government for 25 years, also having worked for the Dept. of Public Instruction and Job Service North Dakota. She is assistant to Pam Sharp and Sheila Peterson. Welcome Lori!



*Our work
is the
presentation
of our
capabilities.*



Pictured from L to R: Renae Heller, Lori Anderson, Lynn Gronvold, Sheryl Haldorson



Pictured from L to R: Vonnie Grinsteiner, Jeff Pospisil, Lynn Shannon-Gall, Tammy Dolan



OMB is the only governmental entity in the state to receive this award.

Distinguished Budget Presentation Award

In October of 2007, the Distinguished Budget Presentation Award was presented to the North Dakota Office of Management and Budget (OMB) by the Government Finance Officers Association of the United States and Canada (GFOA) for its 2007-2009 biennial budget documents.

The award represents a significant achievement by

OMB; and is the only governmental entity in the state to receive this award. It reflects the commitment of OMB to meet the highest principles of governmental budgeting.

A Certificate of Recognition for Budget Presentation was also presented to Joe Morrisette, Tammy Dolan, Lori Laschkewitsch and Sandy Deis for being respon-

sible for preparing the award winning budget documents.

The Government Finance Officers Association is a non-profit professional association serving 16,800 government finance professionals throughout North America. The GFOA's Distinguished Budget Presentation Awards Program is the only national awards program in governmental budgeting.



This award is the highest form of recognition in the area of governmental accounting and financial reporting.

Certificate of Achievement for Excellence

In August of 2007, the Certificate of Achievement for Excellence in Financial Reporting was awarded to North Dakota Office of Management and Budget by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of govern-

mental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement was awarded to Eileen Holwegner, Jill Schafer, Becky Deichert, Renae Heller, Toby Mertz and Jeff Pospisil for preparing the award-winning CAFR.

The CAFR was judged by an impartial panel to meet the

high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a non-profit professional organization serving government finance professionals with offices in Chicago, IL and Washington, DC.



GL Workflow

We are very close to implementing General Ledger Workflow which is an electronic approval process for journals created in general ledger. This functionality will allow state agencies to create and post a general ledger journal and will show who created and approved it. We will deploy GL workflow agency by agency and you will be contacted by OMB for training when the time comes.

Top 10 Reasons to Direct Deposit



Direct Deposit

It's easy—
click on this link—
submit form—
no more worries!

<http://www.nd.gov/eforms/doc/sfn50428.pdf>

Or contact your
payroll personnel
for further
information.

- ◆ It's convenient. You don't have to go to the bank to cash your check.
- ◆ It's safe. No more lost, stolen or misplaced checks.
- ◆ It's reliable. Your money will be available the day of the payment.
- ◆ It saves time. Did you know that people spend as much as 24 hours each year waiting in line to cash their paychecks?
- ◆ It's automatic. You can get your paycheck even when you are out sick or out of town – reassured that the checks you've written will clear.
- ◆ It helps you manage your money. You can have your money deposited into multiple accounts at multiple banks.
- ◆ It's flexible. Direct deposit can be changed at any time. You can switch the percentage deposited into your bank account(s) simply by contacting your payroll personnel.
- ◆ It's bank smart. With an ATM card you have access to your funds 24 hours a day, 7 days a week.
- ◆ It's peace of mind. During a physical and/or natural disaster when printing or mail service is unavailable, direct deposit will be the only viable method of payment through which you can receive your paycheck.
- ◆ It's green friendly. Your employer doesn't have to purchase the paper and envelopes to print and mail your paycheck.

FIN 9.0 Upgrade

The State, University System and ITD are in the process of upgrading the PeopleSoft Financial application to version 9.0 (we are currently running version 8.4). At the same time, SQL server will be upgraded from version 2000 to 2005. Estimated completion date for each is April 2008.

PROMOTIONAL AGENCY REQUEST
OFFICE OF MANAGEMENT AND BUDGET
PROMOTIONAL AGENCIES

Per OMB's Fiscal and Administrative Policy 207 - Promotional Expenses, "An agency is classified as a promotional agency when it is determined by the Director of the Office of Management and Budget that the agency meets the criteria for being classified as such."

In order to update our records, please complete the form below and return it to OMB.

Business Unit: _____ Business Name: _____

Type of Promotional Expenses Typically Incurred: _____

Person: _____

Are these promotional expenses associated to a specific department, division, program, event, etc.? ☐ Yes ☐ No - Please explain.

Agency Director's Signature: _____ Date: _____

**Promotional Agency Request
SFN 58670**

Promotional Agencies—OMB Fiscal Policy 207

All agencies listed in policy 207 are required to complete SFN 58670, Promotional Agency Request and submit it to OMB. An agency currently not listed in policy 207 can apply to be classified as a promotional agency by completing SFN 58670 and submitting it to OMB. A committee will review the agency request and determine if they should be classified as a promotional agency.

Prepared by:
ND Office of Management and Budget
600 East Boulevard Ave. , Dept. 110
Bismarck ND 58505-0400

Phone: 701-328-2680
Fax: 701-328-3230
Web site: <http://www.nd.gov/fiscal/>



The mission of OMB is to provide a range of products and services resulting in a well run government that meets the needs of the North Dakota citizens. Fiscal Management coordinates budgeting, accounting, payroll, and financial reporting functions for North Dakota state government agencies.

If you have any questions or comments concerning this newsletter, please call 701-328-4904.

Reimbursement for Meals and Lodging—OMB Fiscal Policy 505

Reimbursement rates for meals and lodging changed effective August 1, 2007. The in-state expense allowance for each quarter of any 24-hour period is as follows:

1. 6 a.m.—12 noon \$5.00
2. 12 noon—6 p.m. \$7.50
3. 6 p.m.—12 midnight \$12.50
4. In-State Lodging: Maximum of \$55 plus any additional applicable state and local taxes on lodging. If the room is more than \$55, the individual may only be reimbursed for the additional taxes based on \$55, and the additional taxes must be pro-rated. For example, if the room is \$65 and taxes are \$13, the individual

will be reimbursed \$55 plus (55 / 65 x 13) = \$11 for taxes.

Out-of-State Lodging: Actual lodging expense.

Out-of-State Meal Allowance

Rates that became effective October 1, 2007 can be found at <http://www.nd.gov/fiscal/docs/perdiem2008.pdf>. A reminder that Out-of-State meal reimbursement rates are reimbursed at 20%, 30% and 50% of the GSA daily rate.

Verification of claims via receipt is not required for the first three quarters but is required for lodging (see Policy 513 also). Receipts are also required for each taxi fare in excess of \$10 and for other miscellaneous expenses in excess

of \$10. Parking fees may be claimed only with a receipt from a hotel/motel or airport.

For a complete copy of OMB Policy 505, and other Fiscal Management Policies, visit our website at <http://www.nd.gov/fiscal/>.



Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

Andrew Carnegie